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c. **Citizenship.** Applicants must be U.S. citizens. If naturalized, proof of naturalization must be furnished.

d. **Foreign Relatives.** Applicants' immediate family members, including parents, sibling(s), and spouse, must be U.S. citizens or from a low risk country as defined by Intelligence Community Directive (ICD) 704.

e. **Drug Use.** No person shall be selected who has been a trafficker (supplier) of illegal drugs; has abused narcotics, hallucinogenic or psychedelic drugs within one year; or has abused stimulant or depressant drugs within the past six months. Refer to Volume II for specific eligibility criteria.

f. **Mental Illness.** Any applicant who has been treated for mental illness must produce medical evidence of successful treatment.

g. **Financial Responsibility.** No person shall be selected who has a history of bad checks (unless through bank error), repossessions, cancelled or suspended charge accounts, or indebtedness exceeding half the annual salary of the paygrade at which the applicant is being recruited. If indebtedness includes a long-term mortgage, total indebtedness must not exceed 2 ½ times the annual salary.

h. **Criminal Record.** No person shall be selected who has an adult conviction of a felony or who has an established record of **repeated** misdemeanors or traffic violations (including parking tickets, vandalism, abusive behavior toward law enforcement officials, or shoplifting).

i. **School Record.** No person shall be selected who has an established pattern of truancy, repeated difficulties with school officials, periodic suspensions, vandalism, abusive behavior, or who has, as a result of such activity, been permanently expelled.

j. **Sexual Offense.** No person shall be selected who has engaged in, exhibitionism, voyeurism, transvestitism, or coercive sexual behavior of any kind.

k. **Employment.** No person shall be selected who has established a "job-hopping" record where there is a demonstrated pattern of loafing, irresponsibility, unexplained absenteeism, theft, or an inability to get along with superiors, peers, or subordinates. Applicants will necessarily provide work history information. Classifiers must carefully review the foregoing factors to make appropriate selection decisions. A Navy Cyber Force (NAVYCYBFOR) Special Representative will interview each CTT/CTN/CTI/IS/IT applicant at RTC concerning these factors.

l. **Former Peace Corps.** Applicants who are former Peace Corps members shall not be given a CTI/CTN/CTT/IS/IT school guarantee. The term "former member" includes former Peace Corps volunteers, volunteer leaders, and staff members. This term does not include persons who attended Peace Corps training but were not employed

Note: Applicants with pre-service moral waivers (drug, alcohol, or criminal) are disqualified from overseas assignment for their first duty station.

a. **Qualifications.** Applicants must meet all enlistment eligibility requirements delineated for CSS in this instruction.

(1) **PERS-403 Liaison.** Classifiers must liaison with NAVPERSCOM (PERS-403EG) for homeport availability prior to discussing the subject with an applicant. To determine each applicant's enlistment options, telephone PERS-403EG at: Commercial (901) 874-3638 or DSN 882-3638. **Enlistment without PERS-403EG approval is not authorized.**

b. **Enlistment Incentives.** Refer to Volume IV, Chapter 3, Section 5.

c. **Processing Requirements.** Contact PERS-403EG for approval prior to reserving a quota in PRIDE. PERS-403EG will assign a Control Number to verify their approval. This Control Number will be recorded on DD Form 1966, Section VI, Remarks, in the following manner:

“Approved for enlistment in the CSS School Guarantee Program with guaranteed homeport assignment to (List Homeport Location) per phonecon between PERS-403EG (Name of Person) and (Classifier) on (Date). Control Number:

_____.”

(1) Homeport assignment and other enlistment guarantees will be documented on NAVCRUIT 1133/52, Enlistment Guarantees as Annex A to DD Form 4. Option 1 should be annotated as CSS School Guarantee Program and Option 2 should be annotated with specific Homeport Guarantee.

- 1 = Norfolk, VA
- 2 = San Diego, CA
- 3 = Kings Bay, GA
- 4 = Bangor, WA
- 5 = Pearl Harbor, HI
- 6 = Groton, CT
- 7 = Guam

SECTION 5

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

010501. GENERAL. This program provides male and female applicants a USN enlistment without guaranteed Navy Class “A” School assignment. PACT is designed to enlist Sailors into a monitored general apprenticeship program that provides apprentice level formal training and on the job training leading to a viable career field within two years on board their first permanent duty station. There are three authorized career tracks within the PACT Program:

- a. Surface/Seaman (S-PACT)
- b. Aviation/Airman (A-PACT)
- c. Engineering/Fireman (E-PACT)

NAVCRUITCOM N3 will establish authorized career tracks and goals for a given fiscal year based on CNP Goaling Letter. Applicants guaranteed the PACT PROGRAM on NAVCRUIT 1133/52 are subject to having their apprenticeship career track changed if, during recruit classification, they request and are eligible for a Navy Class “A” School that is available. The PACT Program has replaced the General Detail (GENDET) Program.

010502. QUALIFICATIONS. PACT Program applicants must meet enlistment eligibility requirements delineated in Volume II, the requirements of this Section, and the specific PACT Program requirements contained in Exhibit 010501.

010503. TERM OF ENLISTMENT. All applicants are enlisted for four years active duty.

010504. PACT HOMEPORT GUARANTEE PROGRAM. This program provides enlistees in the PACT Program guaranteed assignment to one of six homeports upon successful completion of Recruit and Apprenticeship Training. The homeports are geographical area guarantees rather than specific locations and are subject to availability. PACT homeport choices are:

- Norfolk
- San Diego
- Jacksonville/Mayport
- Pacific Northwest
- Hawaii (refer to Note below)
- Japan (refer to Note below)

Note: Applicants with pre-service conduct waivers (drug, alcohol, or criminal) are disqualified from overseas assignment for their first duty station.

a. **Qualifications.** Applicants must meet all enlistment eligibility requirements delineated in Volume II. In addition, applicants enlisting in the Airman (A-PACT) or Fireman (E-PACT) apprenticeship must meet the requirements stated in 010502 above.

(1) **Education.** HSDG desired.

(2) **Gender.** Open to males and females. Applicants must be approved by NAVPERSCOM (PERS-4010) prior to reserving RTC seats.

(3) **Apprenticeship.** Open to PACT Program, Seaman, Airman, or Engineering.

(4) **NAVPERSCOM (PERS-4010) Points of Contact.** Classifiers must liaison with PERS-4010 for homeport availability prior to discussing the subject with an applicant. Contact PERS-4010 personnel utilizing the following telephone numbers to determine each applicant's enlistment options.

- (901) 874-4449
- (901) 874-4583
- (901) 874-2380

Note: Enlistment without PERS-4010 approval is not authorized.

b. **Enlistment Incentives.** Refer to Volume IV, Chapter 3, Section 5.

c. **Processing Requirements.** Contact PERS-4010 for approval prior to reserving a quota in PRIDE. PERS-4010 will assign a Control Number to verify approval. This Control Number will be recorded on the DD Form 1966, Section VI, Remarks, in the following manner:

“Approved for enlistment in the Seaman/Airman/Engineering PACT Program with guaranteed homeport assignment to (List Homeport Location) per phonecon between NAVPERSCOM (PERS-4010) (Name of Person) and (Classifier) on (Date). Control Number: _____.”

(1) Homeport assignment and other enlistment guarantees will be documented on NAVCRUIT 1133/52 (PACT Program Homeport Guarantee Annex) as Annex to DD Form 4.

- 1 = Norfolk
- 2 = San Diego
- 3 = Jacksonville/Mayport
- 4 = Pacific Northwest
- 5 = Hawaii
- 6 = Japan

EXHIBIT 010501. PACT PROGRAM MATRIX

PACT APPRENTICE PROGRAM	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AIRMAN (AN)	AR+AS+MK+VE=185	20/100 UNCORR Note (1)	X	X		X Note (5)		48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
FIREMAN (FN)	AR+MK+MC+VE=205 OR AR+AS+MK+VE=200		X	X				48		Must have normal color perception.
SEAMAN (SN)	AR+VE=96	X	X			X Note (5)		48		Vision must correct to 20/20. Must have normal color perception.

Notes:

1. VISION CORR 20/20 = Vision must correct TO 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.
2. NCP = Normal Color Perception. Must correctly identify 12 of 14 plates during PIP test or pass FALANT.
3. NH = Normal Hearing. Defined as PULHES Code of “1” under the Hearing Section “H”.
4. NSI = No Speech Impediment.
5. SCE = Must be eligible for Security Clearance. Permanent Resident Aliens may be classified into PACT Program only if SCE in all other aspects and will be expected to obtain US Citizenship while on Active duty at the earliest opportunity. This applies only to PACT.
6. SUB QUAL = Submarine Qualified.
7. MOS OBLI SERV = Obligated Service/Months.
8. US CIT = U.S. Citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED ARTICLE 15-106. For initial purposes, MEPS physical is satisfactory. Submarine volunteers should be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualifications for submarines.

(2) Six points on two line score combinations, i.e., VE+AR.

(3) Nine points on three line score combinations including those where one score is doubled, i.e., AR+2MK+GS.

(4) Twelve points on four line score combinations.

010603. TERM OF ENLISTMENT. Term of enlistment is four years. In addition, applicants enlisting for training in the ratings of AC, AO, BU, CE, CM, EA, EM, EO, GSE, HM, HMDA, MC, QM, SECF, SW, and UT must concurrently execute an agreement to extend their enlistment for a period of twelve months. An *Agreement to Extend Enlistment (NAVPERS 1070/621)* must be executed for all Five-Year obligor and Four-Year School Guarantees that offer an Enlistment Bonus, with the exception of the SECF Program, which does not require an extension for an Enlistment Bonus. This form shall be prepared for and signed by the applicant on the day they are shipped to RTC. Specific wording of the narrative reason for the extension is as follows:

a. 5YO Program

“Training Five-Year Obligor Program for _____ rating per current directives. I understand that this agreement becomes binding upon execution, and may not be cancelled, except as set forth in MILPERSMAN Article 1160-040.”

This is my first enlistment.

Total aggregate of extension: 12 months.”

010604. APPRENTICESHIP. Applicants will be enlisted in the appropriate apprenticeship for the rating/program with the exception of applicants enlisting in Construction ratings. Construction rating applicants shall be enlisted into the Seaman Apprenticeship. Refer to Exhibit 010601 for appropriate apprenticeships.

010605. SCHOOL GUARANTEE PROGRAM MATRIX. Refer to Exhibit 010601.

010606. SECURITY SCREENING

a. **Personnel Security Investigation (PSI).** This investigation (SF-86) is required for all applicants. Classifiers must ensure the SF-86 is completed and administer the PSSQ when an applicant considers enlisting into a rating requiring a SSBI. Pay special attention to completion of the “Relative and Associates” item in the SF-86. Refer to Volume III for further details and instructions regarding the PSI and SF-86.

b. **Interview.** When interviewing CT, IS, IT, SECF, PRP (MT), and YNS applicants, scrutinize responses regarding financial responsibility, drug use history, and criminal record since these past activities could be targeted for potential blackmail. Applicants

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AD Aviation Machinist's Mate (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	X	X	X				48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AE Aviation Electrician's Mate (AN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
AG Aerographer's Mate (AN)	VE+MK+GS=162		X			X		48	X	
AM Aviation Structural Mechanic (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	X	X	X				48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
AME Aviation Structural Mechanic (Safety Equipment) (AN)	VE+AR+MK+AS=210 Or VE+AR+MK+MC=210	X	X	X				48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AO/5YO Aviation Ordnanceman (AN)	VE+AR+MK+AS=185 Or MK+AS+AO=140	20/100 UNCORR Note (1)	X	X		X		60	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
EM/5YO Electrician's Mate (FN)	VE+AR+MK+MC=210 Or AR+MK+EI+GS=210		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will attend an approximately two-week Apprentice Technical Training (ATT) prior to assignment to their first permanent duty station.
EN Engineman (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205			X				48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
EO/5YO Equipment Operator (SN)	AR+MC+AS=145		X	X				60		Must have stereoscopic vision. No Driving Under the Influence (DUI) within a one-year period of attending "A" School. Must hold a valid state driver's license. No major vehicle accident to include damages to private, state, or government property in excess of \$5000 or hitting a pedestrian.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
GM Gunner's Mate (SN)	AR+MK+EI+GS=205		X	X		X		48	X	No history of drug abuse.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
GSE/5YO Gas Turbine System Technician (Electrical) (FN)	VE+AR+MK+MC=210 Or AR+MK+EI+GS=210		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will attend an approximately two-week Apprentice Technical Training (ATT) prior to assignment to their first permanent duty station.
GSM Gas Turbine System Technician (Mechanical) (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205		X					48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
IT Information Systems Technician (SN)	AR+2MK+GS=222 Or AR+MK+EI+GS=222		X	X	X	X SSBI		48	X	IAW ICD 704, applicants with non-citizen immediate family members may be approved. Moral turpitude offense(s) are generally disqualifying. Must meet drug abuse criteria specified in Volume II. The PSSQ is required and must be in the service record and the residual file.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
LN Legalman (SN)	VE+MK=105 Or VE+MK+CS=157				X	X		48	X	Must be HSDG or HSG. Must type minimum of 40 WPM when enlisted. No NJP or civil involvement within past 24 months (except minor traffic). No drug or alcohol waivers above NAVCRUITDIST CO level. Must be eligible for security clearance.
LS Logistics Specialist (SN)	AR+VE=102							48		
LSS Logistics Specialist (Submarine) (SN)	AR+MK+EI+GS=200 Or AR+VE+MK+MC=200	X		X	X	X	X	48	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II. Closed to females.
MA Master-at-Arms (SN)	WK+AR=98 And WK=43	X	X	X	X	X		48	X	Must be HSDG or HSG. Must possess valid driver's license. No NJP or civil involvement within past 36 months (except minor traffic). No drug or alcohol waivers above NAVCRUITDIST CO level. Must be eligible for security clearance. PSSQ screening required.
MC/5YO Mass Communication Specialist (SN)	VE+AR=115	X	X			X		60	X	HSDG/HSG required. Minimum typing speed of 20 WPM mandatory when enlisted.
MM Machinist's Mate (FN)	VE+AR+MK+AS=200 Or VE+AR+MK+AO=205			X				48		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
QM/5YO Quartermaster (SN)	VE+AR=96	X	X		X	X		60	X	
RP Religious Program Specialist (SN)	VE+MK=105 Or VE+MK+CS=157				X	X		48	X	Must complete favorable interview by Chaplain/RP Screening Committee at RTC. HSDG or equivalent with successful completion of 10 th grade. Repeat military offenders and personnel convicted by military or civilian authorities of any criminal offense reflecting unfavorably upon their character or integrity are ineligible for the RP rating. Moral turpitude offense(s) are disqualifying. Ministers, Priests, or Rabbis are ineligible for this rating. Must possess a valid state driver's license.
SH Ship's Serviceman (SN)	VE+AR=95							48		No conviction from any crime of larceny or fraud within previous 36 months.
STG Sonar Technician (Surface) (SN)	AR+MK+EI+GS=223		X	X		X PRP		48	X	Must meet minimum auditory requirements set forth in NAVPERS 18068. Must meet drug abuse criteria specified in Volume II.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
SECF Submarine Electronics/ Computer Field (SN)	AR+MK+EI+GS=222 Or VE+AR+MK+MC=222		X	X	X	X SSBI	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II. Closed to females. Guarantee is for ST, FT, or ET Class "A" School with submarine volunteers required. PSSQ Screening Required.
SW Steelworker (SN)	AR+MC+AS=145							60		

EXHIBIT 010601. SCHOOL GUARANTEE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obl Serv	US Cit	Remarks
UT Utilitiesman (SN)	AR+MK+EI+GS=201							60		
YN Yeoman (SN)	VE+MK=105 Or VE+MK+CS=157					X		48	X	
YNS Yeoman (Submarine) (SN)	AR+MK+EI+GS=200 Or VE+AR+MK+MC=200				X	X SSBI	X	48	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in Volume II. Closed to females. PSSQ Screening Required

Notes:

1. VISION CORR 20/20 = Vision must correct TO 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.
2. NCP = Normal Color Perception. Must correctly identify 12 of 14 plates during PIP test or pass FALANT.
3. NH = Normal Hearing. Defined as PULHES Code of “1” under the Hearing Section “H”.
4. NSI = No Speech Impediment.
5. SCE = Must be eligible for Security Clearance.
6. SUB QUAL = Submarine Qualified.
7. MOS OBLI SERV = Obligated Service/Months.
8. US CIT = U.S. Citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED ARTICLE 15-106. For initial purposes, MEPS physical is satisfactory. Submarine volunteers should be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualifications for submarines.

b. **Disposition of Members Disenrolled.** The Aircrewman Program is voluntary. Individuals may request to be disenrolled at any time. Process disenrolled personnel as follows:

(1) **RTC.** Per Production Management Office (PMO) monthly reclassification guidance.

(2) **NACCS.** Disenrollees may be reclassified provided they meet the provisions of MILPERSMAN Articles 1236-020 and 1220-020. However assignment to Class “A” School is not guaranteed and is subject to the needs of the Navy.

(3) **FRS Training.** Individuals disenrolled from Aircrewman FRS training, including P-3 Flight Engineer training, are not eligible for automatic advancement to E4 and may not necessarily be retained in the Aircrewman Program. BUPERS-321 is the final authority for determination of Aircrewman Program and/or Class “A” School eligibility.

(4) **Class “A” School.** Individuals who fail to complete Class “A” school for academic reasons may, if qualified, be reclassified to another Class “A” school. Inability to successfully complete Class “A” School will be cause for disqualification from the Aircrewman program.

010709. AGREEMENT TO EXTEND ENLISTMENT. This form is required for enlistment in the Aircrewman program. The applicant or Future Sailor signs the prepared agreement on the day of enlistment.

010710. AIRCREWMAN PROGRAM SCREENING. The following table portrays program conduct eligibility requirements. Any level of review authority has final eligibility waiver disapproval.

Type of Offense	Number of Offenses	Waiver Authority
Traffic Violations	One to five Six or more within two years	No waiver required NAVCRUITCOM (N32)
Non-Traffic Offenses (Minor Misdemeanors)	One or two Three to five Six or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVCRUITDIST CO NAVCRUITCOM (N32) Not Eligible
Combination of Non-Traffic and Misconduct Offenses.	Combination of one Non-Traffic Offense and one Misconduct	NAVCRUITCOM (N32)
Major Misconduct (Felonies)	One or more at any age	Not Eligible

010711. AIRCREWMAN PROGRAM STATEMENT OF UNDERSTANDING. All applicants must read and sign **NAVPERS 1070/613 Aircrewman Program Statement of Understanding**. Classifiers must sign as witness. This document must be filed in the

e. OSVETs must be able to complete 20 years of military service for retirement by age 60. No waivers will be considered.

f. OSVETS must meet education and dependency requirements delineated in Volume II.

g. OSVETs honorably discharged in paygrades E3 and above who meet enlistment criteria will be enlisted at one paygrade lower than that held at discharge but not lower than paygrade E3. Requests to enlist OSVETs who were separated from previous service at paygrade E5 and above will be approved on a case-by-case basis by the Enlisted Community Manager (ECM). Requests to ECM will be submitted VIA NAVCRUITCOM (N32).

(1) OSVETs eligible for advanced paygrade will enlist in the applicable apprenticeship program for the new rating and, upon successful completion of training, will be promoted to the contracted paygrade and rating. Failure to complete training will result in assignment as SN in the Fleet or reclassification to a critical rating (with ECM approval). Once designated in a rating OSVETs may not request conversion for two years.

(2) Marine Corps OSVETs discharged in paygrade E2 will be enlisted in paygrade E2. Marine Corps OSVETs discharged in paygrades E3 and above who do not have skills convertible to a critically under-manned rating, as determined by ECM, will be enlisted in paygrade E3 and guaranteed a critically under-manned rating or program.

(3) OSVETs applying for AIRR, ND, EOD, SO, or SB must meet all MILPERSMAN ARTICLE 1220-010, and/or 1220-100 – 1220-400 provisions. These articles also provide requirements and guidance on assembling and submitting application packages for entry into Navy Challenge Programs. Although normally used by active duty personnel, these requirements must also be met by OSVETs. OSVETs interested in returning to or applying for Navy Challenge Programs must submit an application package specifying the desired program to NAVCRUITCOM (N32) in accordance with the aforementioned MILPERSMAN Articles. Additional guidance, including EOD/ND/SO/SB application package content checklist, is available at www.npc.navy.mil/enlisted/seal/. OSVET applicants for Navy Challenge Programs must meet Physical Screening Test requirements established in Volume V. The individual must sign a **NAVPERS 1070/613** (NAVET/OSVET PRISE III NAVY SPECIAL WARFARE/SPECIAL OPS) (located on NRC directives webpage). This document must be placed in the service record of OSVETS who are not required to attend Navy Recruit Training.

h. **OSVETs are ineligible for the Navy College Fund, Modified Montgomery GI Bill, and Selective Reenlistment Bonus.** An Enlistment Bonus (EB) may be granted only if the DD Form 4 and annexes from all previous active duty and reserve enlistments are provided to verify non-receipt of previous EBs and that applicants are

SECTION 2

NEW ACCESSION TRAINING (NAT) PROGRAM

020201. GENERAL. Formerly known as Non-Prior Service Basic (NPSB), NAT is designed to reduce critical Navy Reserve Selected Reserve (SELRES) manning shortfalls. NAT-specific ratings are identified and regularly revised via current goaling directives. Personnel enlisted in this program incur an eight-year Military Service Obligation (MSO). The NAT Program allows for the accession of Non-Prior Service (NPS) personnel to complete basic training, rating-specific Class “A” School (and “C” School if applicable), and affiliation as SELRES with the Navy Operational Support Center (NOSC) closest to their permanent residence.

020202. QUALIFICATIONS. Applicants must meet all enlistment eligibility requirements delineated in Volume II **and** rating-specific requirements delineated in Volume IV, Chapter 1, Section 6, Exhibit 010601.

a. **Education.** HSDG (Tier I) applicants are preferred. **HSG (Tier II) applicants must meet criteria outlined in Volume II.**

b. **Prior Service.** NAT is not an authorized enlistment option for prior service veterans or members of any Reserve Component. The only exception is for applicants that have served in the armed forces, but were released from such service before completing the basic training requirements of the armed force of which the person was a member and their service was characterized as either honorable or uncharacterized. These applicants may be enlisted into the NAT program.

020203. ENLISTMENT TERM. Enlistment is for a period of eight years with six years in SELRES status and the final two years in the Individual Ready Reserve (IRR). Applicants must be counseled that they may not apply for active duty until they have completed a minimum of 24 months of service of their mandatory drilling obligation as per BUPERSINST 1001.39, section 703.

020204. PAYGRADE AND GENERAL APPRENTICESHIP. Applicants are enlisted in paygrade E1 in the appropriate apprenticeship for the rating/program with the exception of applicants enlisting in medical or construction ratings. Medical or construction ratings will be enlisted into the Seaman Apprenticeship. Refer to Exhibit 010601 for appropriate apprenticeships. Enlistment in paygrade E2 or E3 may be authorized in accordance with current Advanced Paygrade policies as per Volume IV, Chapter 3, Section 7. For IS rating, member will attend Class “C” school for up to 15 weeks upon completion of Class “A” school. IAW MILPERSMAN Article 1133-090, New Accession Training (NAT) Sailors that attend and graduate from an AEF/ATF training pipeline are eligible for advancement in the same manner as their Active Component (AC) counterparts.

020205. PROCESSING. Applicants must sign NAVCRUIT 1110/112 (New Accession Training Program Statement of Understanding), NAVCRUIT 1133/52 New Accession Training Reserve Program Enlistment Guarantees, and NAVRES 1570/2 (Satisfactory Participation Requirements). If an enlistment bonus is authorized the applicant must complete and sign the specific incentive program agreement. Agreements are available on the Navy Reserve Forces Command (CNRFC) website at <https://navyreserve.navy.mil/Pages/default.aspx>. To access the NAVRES Incentive agreement, you must sign in to the private side of the CNRFC website using your CAC card. Once logged in, select CNRFC from the menu. Next, select N-Codes. You will then select N1 Manpower and Personnel from the menu. From there, scroll down the page and select CNRFC N112 – Enlisted Incentives. Midway down that page you will find links to the current Enlisted Reserve NAVADMINS and written agreements. Refer to instructions for the DD Form 1966 located in Volume III for information necessary for classifiers to record the proper acquisition and program for which enlisted codes. Classifiers must use NAVCRUIT 1133/52 New Accession Training Reserve Program Enlistment Guarantees and the appropriate incentive program written agreement to outline NAT enlistment guarantees. The PRIDE system will be used when making reservations for all NAT applicants. Furthermore, Classifiers shall ensure that applicants understand the content of NAVCRUIT 1110/112, they are enlisting into a Navy Reserve (USNR) program, and they will have a six-year SELRES drill obligation.

020206. ENLISTMENT BONUS. Classifiers will ensure applicants are guaranteed an Enlistment Bonus, if any, in accordance with the NAVADMIN in effect on applicants' enlistment date. Warning: Classifiers must counsel applicants that if accepted as an accession to the Active Component (USN) during their initial NAT enlistment it will result in a pro-rata recoupment of any EB received, which could result in a financial hardship to the member.

020207. DELAYED ENTRY PROGRAM. Program shall be administered the same as for all other Future Sailors. Tier II Future Sailors are required to complete the DEP PQS and specific program fitness assessment prior to shipping to RTC.

020208. SHIPPING AND OUTPROCESSING. The Recruiter of Record will provide NAT members' transportation to the MEPS or the MEPS contracted hotel for shipping and out-processing requirements. Prior to shipping, the Navy Recruiter will attempt, when possible, to take NAT DEP personnel to the NOSC and introduce them to the NAT Coordinator and or the Senior Enlisted Advisor (SEA). This process can help to ensure a smooth transition for the NAT Sailor by knowing where he/she will be reporting to for affiliation into the SELRES, and knowing who to report to. At this time the NAT Coordinator and or SEA can explain their Reserve Component status and obligations to them and answer any questions they may have. Ensure NAVCRUIT 1110/112 is completed and that enlistees read and understand the document **before** completion of the classification process. Enlistees will be required to participate in the 24-hour prior to shipping Non-Instrumented Drug Test (NIDT).

EXHIBIT 030302. Documents Required for National Call to Service Loan Repayment Program

1. Attach and forward the following to NAVCRUITCOM (N5312):

a. Copy of the NAVCRUIT 1133/52 – Enlistment Guarantees/Annex A (LRP listed as the enlistment incentive option).

b. Copy of the NAVCRUIT 1133/96 – Loan Repayment Program Statement of Understanding.

c. Copy of DD Form 2475 with section 4 completed by lender. (Sections 1-3 completed by applicant.)

d. Copy of DD Form 2863 – National Call to Service Election of Options.

e. Copies of promissory notes on eligible loans.

Category	Name	Phone	Email Address
LPO/LCPO			
Classifier			
Recruit			

Loan Repayment Worksheet

TYPE OF LOAN NOTE 2	CURRENT OUTSTANDING BALANCE NOTE 1	LENDER	NUMBER OF LOANS OF THIS TYPE WITH LENDER	DATE DD FORM 2475 DD/MM/YY Note 3
Total:				

Note 1: NAVCRUITCOM will use the outstanding balance in Block 4C of 2475 at time of payment.

Note 2: To determine if loan is federally guaranteed, call lending institution. They can advise the use of Block 4F DD Form 2475.

Note 3: New, completed DD Form 2475's must be received by NAVCRUITCOM (N32) 90 days prior to the completion of active duty.

SECTION 4

LOAN REPAYMENT PROGRAM (LRP)

030401. ELIGIBILITY. Navy ratings/programs eligible for LRP are announced by naval message and posted on the NAVCRUITCOM public website at: www.cnrc.navy.mil. Select Enlisted Incentives link on the home page for the most current GENADMIN NCF and LRP message. Applicants must meet the following criteria to be eligible for the LRP:

- a. Non-Prior Service.
- b. High School Diploma Graduate (HSDG) (Tier I).
- c. Achieve a minimum AFQT score of 50.
- d. Qualify for and enlist in one of the LRP qualifying ratings. Eligibility continues if a service member is reassigned to a different rating due to the needs of the Navy.

Note: Combinations of EB and LRP and combinations of LRP and NCF are prohibited.

030402. QUALIFYING LOANS. Existing education loans must meet all of the following requirements in order to qualify for repayment:

- a. Must have been made towards the education of the applicant.
- b. Must qualify under part B, D, or E of Title IV of the Higher Education Act of 1965 (20 U.S.C. 1071 et seq; 1087a et seq; 1087aa et seq). Unless the recruit is listed as the student on Parent Loans for Undergraduate Students (PLUS), this type of loan is ineligible for repayment.
- c. Must have been made after October 1, 1975 and before the applicant's active duty service date.

030403. APPLICATION AND APPROVAL. When a Future Sailor requests entry into the LRP, and meets the eligibility criteria listed above, LRP should be immediately requested via PRIDE. The LRP applicant must also sign the LRP PRIDE text file. Regardless of final LRP approval, copies of this form should be kept as part of the residual file. The LRP application is complete when the applicant selects the LRP option during the classification process and provides all items listed on LRP WORKSHEET to the NAVCRUITCOM LRP Coordinator (NAVCRUITCOM N32), and receives final approval for enrollment into LRP via PRIDE. If the applicant does not have an LRP request and approval in PRIDE, the applicant is not eligible for the LRP. Completed applications are due 60 days after entry into the Delayed Entry Program (DEP).

If applications cannot be completed within 60 days after entry into DEP, an exception to policy may be requested using NAVCRUITCOM 1133/103. Exceptions to LRP policy are to be scanned and sent via email from the applicable NRD CO to the LRP manager. Exceptions to policy will be approved/disapproved on a case-by-case basis.

Initial requests for LRP in PRIDE must be submitted at least 70 days prior to shipping. Exceptions to policy using NAVCRUITCOM 1133/103 via email from the applicable NRC CO may be requested.

LRP applicants who do not have an NRC approved LRP application within 10 days of shipping to RTC must be rolled out to a later date, or sign a decline letter and be provided a new enlistment guarantee.

Examples of completed LRP application forms and POC information can be found at: [http://www.cnrc.navy.mil/EIncentives/EB%20 FAQ.htm](http://www.cnrc.navy.mil/EIncentives/EB%20FAQ.htm)

Note: All forms are good for 90 days from date of applicant's signature, unless otherwise indicated.

030404. DISENROLLMENT. A service member will be automatically disenrolled from the program and forfeits all future loan repayments if any of the following occur:

- a. The Future Sailor and recruiter have not provided all items listed on the LRP WORKSHEET to the LRP manager within 10 working days of shipping date.
- b. The last payment has been made on loans submitted at initial enlistment.
- c. The applicant receives a commission/warrant appointment.
- d. The applicant is discharged or released from active duty or DEP.

030405. BENEFITS. The U.S. Navy will pay the lesser of the original loan amount or the unpaid principle balance at the time of accession (not to exceed \$65,000). Accrued interest, fines, penalties, or processing fees cannot be paid for by the U.S. Navy.

- a. Loan payments will be made directly to lender(s) in payments of 33 1/3 percent of the loan or \$1,500 (whichever is greater) for each completed year of service. If the outstanding principle balance becomes less than 33 1/3 percent of the initial balance, the outstanding balance will be paid. The loan(s) must be in good standing to be eligible for repayment.
- b. According to the Internal Revenue Service (IRS), loan repayments are subject to federal and state taxes. DFAS will withhold taxes so that the amount that is paid to the lender(s) will be less than the loan value. DFAS will generate W-2 forms for payments.
- c. The U.S. Navy will not refund any amount of the loan paid by other parties.

030406. STUDENT LOAN DEFERMENT OR FORBEARANCE. Enrollment in the LRP does not exempt a service member from all obligations associated with the repayment of the loan. Since the first LRP payment cannot be made until the service member has completed one year of service, the service member may choose to seek loan deferment or forbearance to prevent defaulting on loans. It is the service member's responsibility to secure deferment or forbearance on their loans and must communicate such intentions directly to the lender.

030407. SPECIAL CONDITIONS

- a. Service members who do not complete their initial term of enlistment may qualify for prorated credit if they completed at least one full year of enlisted service.
- b. Service members who receive a commission/warrant appointment or are selected to any pre-commissioning programs lose their LRP eligibility. The Navy will prorate any eligible payment using the effective Date of Rank. The prorated amount is based on the number of years completed at the time of commissioning/appointment.
- c. LRP participants may utilize MGIB however, the law currently does not allow LRP participants to use MGIB benefits unless they enlist for a second term (and have served a minimum of 24 months of that second term). Should participants desire to utilize MGIB, they will have \$100.00 per month deducted from their pay for the first year of enlistment. This amount is not refundable if the participant does not reenlist. LRP participants that decline the MGIB may still be eligible for educational benefits under the Post 9-11 GI Bill. **Service commitments for LRP participants do not count as qualifying service for the Post 9-11 GI Bill. Qualifying service will start after completion of three years of service.** While at RTC, all recruits will be thoroughly briefed on their options.
- d. LRP participants are not eligible for the Navy College Fund (NCF) although it may be available for their rating. There are no exceptions to this policy.

030408. PROCESSING LRP APPLICANTS

a. **The recruiter shall:**

(1) **Use the LRP WORKSHEET and forward, via email to cnrc_LRP-EB@navy.mil, with required documents within 60 days of reservation date.** Exceptions to policy may be requested for time extensions up to 10 working days before shipping IAW the Application and Approval section 030403.

(2) Assist applicants in obtaining necessary documentation to ensure a complete application is submitted and received no later than 60 days after reservation date.

(3) Ensure applicant completely reads each sentence and signs the NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program) in the presence of a Navy Representative.

(4) Ensure the DD Form 2475s are properly completed:

(a) Section 1 (Personnel Officer Verification). A detailed set of instructions can be found on the Enlistment Incentives web pages on NAVCRUITCOM's web page (www.cnrc.navy.mil). Navy personnel are authorized to sign in the appropriate blocks in Section One. The DD Form 2475 should be mailed back to the recruit to ensure correctness before forwarding as part of the LRP application to NAVCRUITCOM (N32) via email.

(b) Section 2 (Service Member Data). Self-explanatory.

(c) Section 3 (Loan Data). Self-explanatory.

(d) Section 4 (Loan Verification). To be completed by the lender. Once Sections 1 through 3 have been completed, the applicant is responsible for forwarding lenders DD Form 2475s in a timely manner to meet LRP application deadline requirements. DD Form 2475 with Section 4 completed by anyone other than the loan holder will not be accepted and will delay application processing.

(5) Remind the applicant of their responsibilities as outlined on NAVCRUIT 1133/75.

b. The Classifier/MLPO shall:

Note: Applicants who ship without NAVCRUITCOM (N32) approval in PRIDE are not enrolled in the Navy's LRP.

(1) Ensure NAVCRUIT 1133/52 includes LRP as an option and matches the final reservation/DEP LRP entries in PRIDE.

(2) Ensure future sailor signs LRP PRIDE text file and LRP Statement of Understanding

(3) Perform quality control check to ensure the applicant meets eligibility criteria as outlined in Article 030401.

(4) Update PRIDE record to reflect status of "Requested".

(5) Ensure that in PRIDE the applicant has been enrolled or disenrolled in LRP at the time applicant is confirmed.

Note: Additional processing guidelines (prompts) will appear in PRIDE when initially classifying or updating an applicant's record for LRP. Classifiers will follow the guidelines in PRIDE in addition to the steps listed above.

c. RTC will, after accession onto active duty, complete DD Form 2366 with:

(1) Section 4 with the following statement: “I understand that I am eligible for enrollment in the MGIB Program now, but will not establish eligibility for benefits until I reenlist for a second term and meet the requirements of the program as stated in Section 3.”

030409. PROCESSING PAYMENTS

a. NAVCRUITCOM (N32) will:

(1) Review all LRP packages, update PRIDE record to reflect status of “Granted”, and send email confirmation to those listed on the LRP WORKSHEET.

(2) Maintain a suspense file to maintain and track all application packages. If updated DD Form 2475s are not received after 60 days of the anniversary date, attempt to contact the service member.

(3) Forward completed application packages to DFAS for processing of payments.

(4) Serve as liaison between the service member and DFAS for Loan Repayment issues.

b. The Service Member must:

(1) Within 60 days of reservation date, complete DD Form 2475, Sections 1, 2, and 3 and forward to the lender(s) to complete Section 4. The lender(s) will complete Section 4 and return to the service member to be incorporated into the final package submission. The service member must perform this same action no earlier than 90 days prior and no later than the service member’s 1st, 2nd, and 3rd active duty date anniversaries.

c. The lender will be asked to:

(1) Complete DD Form 2475, Section 4.

(2) Forward DD Form 2475 to the address stated on the form in Section 1, Block b. Also forward a copy of the promissory note.

d. Defense Finance Accounting System (DFAS), upon notification by the LRP Manager, will:

(1) Issue check(s) to the lender(s) within 60 days of receipt of NAVCRUITCOM authorization.

(2) Provide verification of disbursement to NAVCRUITCOM (N32).

(3) Notify the Internal revenue Service of the amount paid.

(4) Issue W-2s or 1099s’ to service members and/or parents of the service members with PLUS type loans.

030410. INSTRUCTIONS FOR LOAN REPAYMENT PROGRAM WORKSHEET

a. Complete and forward the LRP program worksheet to NAVCRUITCOM (N32). The LRP worksheet is available as a PDF Fillable document on the NAVCRUITCOM Forms web page. Please include the following with the worksheet:

(1). Copy of the NAVCRUIT 1133/52 – Enlistment Guarantees/Annex A (LRP listed as an option).

(2). Copy of the NAVCRUIT 1133/75 –Loan Repayment Program Statement of Understanding.

(3). Copy of DD Form 2475 with section 4 completed by each lender.

(4). Copy of the promissory note on eligible loans.

(5). Copy of the signed PRIDE LRP text file.

Note 1: To determine if loan is federally guaranteed, call the lending institution. They can advise the applicant/Future Sailor on Block 4F of DD Form 2475.

Note 2: NAVCRUITCOM will use the lower of the original loan amount or current unpaid principle balance (at time of accession). To estimate the PRE-TAX annual payment divide total by three.

Note 3: New, completed DD Form 2475s must be received by COMNAVCRUITCOM (N32) on or near the recruit's anniversary date of active duty to remain qualified for repayment.

SECTION 11

U.S. NAVAL ACADEMY PREPARATORY SCHOOL (NAPS)

031101. GENERAL. The NAPS Program provides for enlistment of eligible Naval Academy candidates in the Navy Reserve 2YO Program. The candidate selection and notification process is normally completed by late May of each year. Superintendent, U.S. Naval Academy sends an individual letter to the accepted candidate (with copy to CO, NAVCRUITDIST) providing authorization and instructions. The candidate must telephone the nearest NAVCRUITDIST to facilitate enlistment processing before a date established by the Naval Academy and no later than 10 July. The NAVCRUITDIST schedules any pre-enlistment requirements and all appropriate planning for the enlistment ceremony (before the 10 July enlistment date deadline). The letter of selection will include an information packet with instructions to the candidate and additional instructions for NAVCRUITDIST enlistment processing. Also included are forms and active duty order blanks to be completed upon enlistment of the candidate. Candidates provide for their own transportation, at their expense, for all pre-shipping processing unless the NAVCRUITDIST or local recruiter desires to provide such transportation. **NAPS enlistees do not count toward NRC accession goals.**

031102. ENLISTMENT PROCESSING. If a candidate intends to accept the NAPS nomination, the NAVCRUITDIST R-OPS schedules enlistment processing for the 2YO Program (Delayed Active Duty) subject to the following modifications:

- a. **ASVAB.** Not required.
- b. **Physical Examination.** No physical examination is required. Individuals have been found medically qualified by the Department of Defense Medical Review Board (DODMERB).
- c. **Enlistment with Advanced Paygrade.** NAPS candidates are enlisted in the Seaman Apprenticeship and are authorized to be enlisted E2 or E3 if qualified per Volume IV, Chapter 3, Section 7.
- d. **Special Situations.** Any questions that cannot be resolved at the NAVCRUITDIST level (such as moral waivers or applicants found not enlistment eligible for any other reason) must be directed to the Naval Academy Guidance Office (telephone: (410) 293-1858 or Toll Free (888) 249-7707, extension 31840, in CONUS (excluding Maryland)).
- e. **Forms.** The NAVCRUITDIST retains one copy of the following enlistment documents, in the residual file, for a period of two years.

(1) DD Form 1966

(2) DD Form 4

(3) NAVPERS 1070/613 entries are provided with the Naval Academy letter of selection. No other NAVPERS 1070/613 entries are required.

(4) NAVPERS 1070/602 (Dependency Application/Record of Emergency Data) entries are provided with the Naval Academy letter of selection. If no NAVPERS 1070/602 is attached or if the form is lost, complete a DD Form 93 (Record of Emergency Data).

(5) Eight copies of the active duty orders, prepared using order blanks provided with the selection letter. Forward one copy of the active duty orders to Superintendent, U.S. Naval Academy (Attn: Candidate Guidance Office), Annapolis, MD, 21402, and one copy to NAPS, Naval Education and Training Center (NETC), Newport, RI, 02841.

f. Complete and mail a NAVPERS 7041/1 (Travel Information Card) per BUPERSINST 7040.6 (Permanent Change of Station (PCS) Travel (Reserve Personnel, Navy), Financial Management Guide).

g. All enlistment documents prepared, except the copies of documents retained in the residual file, are retained in the Enlisted Service Record and forwarded to the Commanding Officer, Personnel Support Detachment (PSD), NETC, Newport, RI, 02841. Authority has been delegated to that activity to correct administrative/clerical errors discovered on the enlistment documents, including the member's paygrade. PSD Newport sends verified and corrected original enlistment documents directly to NAVPERSCOM (PERS-31) for creation of the electronic personnel record.

031103. REPORTING ENLISTMENT. After the candidate is enlisted, the NAVCRUITDIST must immediately report the enlistment by telephone to the Naval Academy Guidance Office. The NAVCRUITDIST must also ensure that the provisions of this instruction are closely followed when processing 2YO enlistments through the MEPS.

031104. TRANSPORTATION AND EXECUTION OF ACTIVE DUTY ORDERS. All applicant travel arrangements will be made to Providence, RI interconnecting with Newport Area to Newport, RI. Direct travel inquiries to:

Administrative Assistant
Naval Academy Preparatory School
Naval Education and Training Center
Newport, RI 02841
Telephone: Comm: (401) 841-6966/4303

NAPS candidates are authorized to travel to Newport, RI by private automobile. They are reimbursed for mileage allowance after reporting. If the candidate desires government transportation, complete a U.S. Government Travel Request (TR) using accounting data provided in the active duty orders. Ensure that TR information is stamped or typed on the original and all copies of the active duty orders.

CHAPTER 4

ACTIVE COMPONENT CLASSIFICATION

SECTION 1

NAVY SUPPLEMENTARY TEST ADMINISTRATION

040101. TESTING RESPONSIBILITIES. As set forth in COMNAVCRUITCOMINST 5400.1, testing responsibilities are:

a. **Classifiers** identify security requirements for all test materials; administer, score, and verify the Navy Advanced Programs Test (NAPT), the Defense Language Aptitude Battery (DLAB), and Typing tests; and convert raw scores to Navy Standard Scores.

b. **Education Services Specialists** establish positive relationships between Navy recruiting personnel and the education community; maintain detailed records of the Student ASVAB; conduct NAPT or DLAB testing as required; and train all newly reporting recruiters on education liaison functions.

c. **NAVCRUITDIST Testing Personnel** shall be designated in writing by the NAVCRUITDIST CO. Only the below listed personnel shall be designated as testing personnel authorized to administer Navy Supplemental Tests:

- (1) Education Services Specialists.
- (2) Enlisted Classifiers or Recruiter/Classifiers
- (3) **Enlisted Processing Division Supervisors (EPDS)**
- (4) E7 and above personnel attached to the NAVCRUITDIST.
- (5) E6 and above NAVCRUITDIST Nuclear Field Coordinators (NAPT only).
- (6) Test Control Officer (TCO)/Assistant Test Control Officer (ATCO).

Note: Written authorization must be in the format of Exhibit 040101.

NAVCRUITDIST CO may designate one officer to be the NAVCRUITDIST TCO, and one or more officers to be the ATCO for both enlisted and officer programs. If a TCO or ATCO is designated to be responsible for enlisted and officer testing, their designation letter must reference the COMNAVCRUITCOMINST 1130.8 (Navy Recruiting Manual – Enlisted) and COMNAVCRUITCOMINST 1131.2 (Navy Recruiting Manual – Officer). All personnel authorized to administer/monitor aptitude and screening tests must be thoroughly knowledgeable of, and adhere to, correct test procedures and security measures to ensure test results provide a reliable measure of applicants' abilities.

(6) A signed entry stating the safe/container was not opened on workdays the safe/container is not accessed.

b. **Do not** reproduce test material in any manner without written authorization.
Violations are punishable under the UCMJ.

c. DLAB tests shall only be graded at locations where the answers keys are stored and only by those individuals authorized to administer the test(s).

d. Score answer sheets without marking the correct answer to avoid unintentional creation of unauthorized answer keys.

e. Properly designated NAVCRUITDIST testing personnel are authorized to transport tests **other than the NAPT** (but not answer keys) without prior approval from DCNO or NAVCRUITCOM provided the below procedures are followed:

(1) **Do not** leave any test material unattended in vehicles, motel rooms, etc. If it will be impractical to store the exams in an authorized location (a Recruiting Station's safe or locking metal file cabinet) during overnight travel, do not perform the travel.

(2) Transport test materials in separate locked containers and store them in Navy Recruiting Stations when overnight storage is required. SECNAVINST 5510.36 and MILPERSMAN Article 1236-030 apply. A locking hard-sided brief case in good repair is acceptable for use as a locked container when it is necessary to transport tests to a remote testing site.

(3) Recruiting Station personnel may **only** accept material from Test Administrators in a locked container. Overnight storage **must** be in accordance with SECNAVINST 5510.36 and MILPERSMAN Article 1236-030, which specify a minimum of a non-portable locking metal file cabinet or safe.

(4) The Test Administrator **must** conduct a complete inventory of the test material after retrieving the locked container.

(5) DLAB materials **must** be returned to the storage location from which they were originally obtained with 45 days of removal.

f. Test materials **are not permitted** on overnight trips if the specified recruiting station does not have an appropriate storage container.

040105. DESTRUCTION OF NAVY SUPPLEMENTARY TEST MATERIAL

a. The NAVCRUITDIST retains DLAB answer sheets for two years. Properly designated personnel shall supervise the burning or shredding of these materials.

b. When test materials become so worn or defaced as to be unfit for further use, transmit materials as specified by MILPERSMAN Article 1236-030 for disposition.

(1) Forward DLAB material to NETPDTC (N3217).

040106. DEFINITIONS OF TEST COMPROMISE

a. **Prohibited Actions.** The following actions and situations are **expressly prohibited**, constitute possible test material compromise, and require investigation/resolution under pertinent regulations:

(1) Oral or written discussion of test material contents with any individual not authorized material access.

(2) Oral or written discussion of test material contents by an examinee with any other individual under any circumstances.

(3) Examinee questioning of any official designed to gain knowledge of test material contents.

(4) Development, construction, reproduction, distribution, or possession of any local test, practice test, or pretest except as authorized by NAVCRUITCOM (N3).

(5) Reproduction or copying of any test material, in whole or in part, except blank Enlistment Screening Test (EST) or NAPT answer sheets.

(6) Removal of any test material from the examining room by an examinee.

(7) Leaving an examinee or group of examinees unsupervised during a testing session with the exception of the EST.

(8) Failure to account for the location or disposition of all test materials at any time.

(9) Transferring test material except as delineated by Article 040103.

(10) Destruction of test material except as delineated under this section.

(11) Conduct of any official, unofficial, formal, or informal training session or course designed to “teach the test” or which emphasizes knowledge or other information known to be covered by any Navy Supplementary Test. This **does not** include issuing the Navy Correspondence Course *Math-Volume I* or NKO based math courses to Future Sailors and applicants before taking/retaking the NAPT. Recruiters shall not provide any explanation of the methods used to derive correct answers in the pamphlet entitled *Your Career Starts Now*. This action constitutes a training session.

(12) Opening or tampering with any package containing test materials by any individual not officially authorized to handle Navy Supplementary Test material.

(13) Improper storage of test material.

(14) Accessing any safe, filing case, vault, or other approved storage facility by any individual not specifically authorized access to test materials. Only CO's, XO's, TCO's, ATCO's and other NAPT Test Administrators may possess the keys or combinations to testing material storage containers.

(15) Theft or unauthorized use/possession of test material by any individual.

(16) Intentional changing of test scores or knowingly making erroneous test score entries on official records.

(17) Appointment of individuals as alternate, associate, temporary, emergency, or non-permanent TCOs or the similar appointment of any other official authorized test material access for the purpose of gaining knowledge of test contents for **any** reason or for the purpose of circumventing any provisions of this instruction.

(18) Taking **any** action that could result in unauthorized disclosure of test material and/or its contents.

(19) For the NAPT: administering an NAPT at any location other than where the NAPT is authorized to be stored.

(20) For the NAPT: any failure to properly maintain two-party inventory for the checking out or checking in of the NAPT per Article 040108.

(21) For the NAPT: administration of an NAPT by anyone who is not properly qualified as NAPT Test Administrator, or who is not designated in writing by the CO, or who has been qualified and designated for over one year without receiving periodic NAPT training from NRC N313 or N7.

040107. LOSS OR COMPROMISE OF NAVY TESTS. Immediately notify NAVCRUITCOM (00IG) and (N3) upon discovery of loss or compromise of recruiting activity-held test material. Include the appropriate senior(s) as information addressee(s) if the loss or compromise occurs at other activities with recruiting authority. Additionally, if directed by NAVCRUITCOM, report loss or compromise of NAPT material to DCNO (N133D) and loss or compromise of DLAB material to DCNO (N13F) and NETPDTC (N3217) via the chain of command per MILPERSMAN Article 1236-030.

040108. NAVY ADVANCED PROGRAMS TEST (NAPT).

a. The NAPT is a two-hour, service-unique, supplementary test for **potential Nuclear Field (NF) Program applicants who do not qualify based solely on ASVAB line scores**. NAPT scores are valid for two years. The Navy administers the NAPT to prospective applicants when they meet any of the following minimum pre-screening criteria:

(1) Score 65 or higher on the AFQT.

(2) Rank in the top one-third of their high school class.

(3) Maintain a “C” average or better in one year of algebra.

b. **NAPT Storage.** NAPT materials (other than the NAPT test control log) must be stored in a suitable non-portable, locking bar metal file cabinet or combination locked safe, but should be stored in the most secure lockable container available at the storage location, which is usually a testing location. One example is a locking bar file cabinet in the Senior Classifier’s office. Another possible example is exams stored in the Test Control Officer (TCO)’s safe with a three-tumbler or digital combination lock. This container **must be locked at all times when it is not directly guarded by an NAPT Test Administrator.**

c. **NAPT Custody Control.**

(1) Primary custody of NAPT exams and answer keys at the NAVCRUITDIST level rests with the Commanding Officer. When new NAPT materials are sent from COMNAVCRUITCOM to the NRD, the CO must sign the materials receipt and return it to NRC N313. Sub-custody of the exams can then be transferred to the properly designated TCO. The TCO must maintain the original NAPT materials receipt until the exam series is retired.

(2) Sub-custody transfer letters should be in the format of Exhibit 040103 "Sample NAPT Sub-Custody Transfer Letter" which can also be found electronically on the NRC website in the "Forms" section. The First Endorsement section which is signed by the person taking custody shall be recorded on a NAVPERS 1070/613. For military members, a copy of this page 13 will be submitted for inclusion in the permanent service record.

(3) Sub-custody of NAPT materials may be granted by the CO to the TCO, and by the TCO to the ATCO or any other test administrator who is properly qualified and designated as an NAPT Test Administrator. **Sub-custody must be delegated to a single responsible qualified individual whenever NAPTs will be stored away from the normal working location of the TCO; however, any qualified NAPT Test Administrator may still have access to the materials.**

(4) Any individual who is granted sub-custody of NAPT materials must maintain these materials in accordance with the requirements of this section for handling, storage, access, security, accountability and administration.

(5) When the TCO grants sub-custody of NAPT materials to a qualified NAPT Test Administrator, he will retain a record copy of the sub-custody letter and forward a copy to the CO for retention while the letter is in effect.

(6) NAVCRUITDIST COs will sign a new sub-custody letter prior to TCO relief which is effective upon relief.

(7) Upon an NAVCRUIDIST change of command, the relieving CO must sign a new complete inventory of NAPT materials issued to the command and submit this inventory to NAVCRUITCOM (N313). The relieving CO will also sign a new sub-custody letter for the TCO.

d. **NAPT Access.** The NAPT storage containers **may only be accessed by the NAVCRUITDIST Commanding Officer (CO), Executive Officer (XO), TCO, ATCO and other individuals who are properly qualified and designated as NAPT Test Administrators.** Storage container keys and/or combinations may only be in the possession of the NAVCRUITDIST CO, XO, TCO, ATCO and designated NAPT Test Administrators.

e. **NAPT Security and Accountability.** Written accountability of NAPT exams and answer keys shall be maintained at all times using the NAPT Test Control Log, Exhibit 040105, also found electronically on the NAVCRUITCOM Directives webpage in the "Forms" section. NAPT materials checked out of the storage container must be checked back into the container **within the same day. NAPT check out/in must be performed by two individuals, one of whom must be an authorized NAPT administrator.** The other individual can be any personnel permanently assigned to the NRD. Both individuals must print their name and rate (or position for civilian personnel) on the test control log and sign the entry for check-out and for check-in. **A complete inventory of all NAPT exams and keys shall be conducted each time the safe or container is opened.** Inventory shall be by serial number and number of each item on board and may be recorded by referring to a pre-printed inventory list, but **must actually be performed item-by-item, every time.**

Note: The NAPT Test Control Log is separate from and in addition to the security container access card SF-702. The NAPT test control log may be stored outside the security container but must be safeguarded in a manner to prevent its loss.

f. **NAPT Exam Materials.** There are normally two current NAPT test versions issued to the field. It is recommended that the two versions be used alternately to prevent possible test compromise. The Standard Navy Four-Choice Answer Sheet (NAVPERS 1236/12, Stock Number 0106-LS-012-36609) remains a stock item in the Navy Supply System and is procured through normal supply channels, or may be copied locally.

(1) Ordering. Request NAPT exams and answer keys by letter to NAVCRUITCOM (N3). Do not reproduce NAPT materials in any manner without written authorization from NAVCRUITCOM (N3) and DCNO (N133D). Violations are punishable under the UCMJ. Blank answer sheets are not considered NAPT exam materials and may be locally reproduced.

(2) Receiving. When NAPT exams or answer keys are received by the NRD, the NRD CO must sign the receipt of these materials and return a copy of the signed receipt to NAVCRUITCOM (N313). This function cannot be delegated. Sub-custody of the exams can then be transferred to the properly designated TCO per paragraph b.

The TCO must maintain the original NAPT materials receipt until the exam series is retired per paragraph b.

(3) Destruction. When test materials become worn or defaced as to be unfit for further use, transmit materials to DCNO (N133D) as specified by MILPERSMAN Article 1236-030 for disposition. For filled-in answer sheets that are greater than six months old, burn or shred them per MILPERSMAN 1236-030. The TCO must retain the destruct certification until two years after the exam versions are retired.

(4) Retention. Retain NAPT Test Control Logs for two years. Retain filled-in answer sheets and associated scratch paper in the NAPT storage container for six months. Properly designated personnel shall supervise the burning or shredding of these materials.

(5) Transmittal. For transmittal via USPS registered mail, see section 040103. For initial delivery to or relocation of permanent storage and testing locations, NAPT materials may only be hand carried by the CO, XO, TCO, or the ATCO. Observe the two-party check-out and check-in requirements of section 040108.c. .

g. **NAPT Test Administrators**. TCO's, ATCO's and all NAPT Test Administrators must be qualified per COMNAVCRUITCOMINST 1136.2 "NAPT Test Administrator" PQS and designated in writing by the NRD Commanding Officer. The designation letter must be in the form of Exhibit 040101 and recorded on a NAVPERS 1070/613. Retain one copy in the member's NRD training record and for military, submit one copy for inclusion in the permanent service record. The following personnel may be qualified and designated by the CO as NAPT Test Administrators

- (1) Education Services Specialists.
- (2) Enlisted Classifiers or Recruiter/Classifiers.
- (3) **Enlisted Processing Division Supervisors (EPDS).**
- (4) E7 and above NRD personnel.
- (5) E6 and above NAVCRUITDIST Nuclear Field Coordinators.
- (6) Test Control Officer (TCO)/Assistant Test Control Officer (ATCO).

h. **NAPT Study Material**. Authorized NAPT study material is limited to the Chemistry Periodic Table of the Elements, Math/Physics RAD items, the Correspondence Course *Math-Volume I* and NKO e-learning based math courses. These items are **prohibited** in the examination room during NAPT administration.

i. **NAPT Testing Locations**. The NAPT **may only be administered at authorized storage locations and may not be transported for testing purposes**. For example,

the NAPT may be administered at the NRPS or within the NRD headquarters, if properly stored there. **The NAPT may not be transported to Navy Recruiting Stations, schools or any other remote testing site.** If NAPT's must be transported due to an NRD Headquarters or MEPS relocation, they must be hand carried by the Commanding Officer, the Test Control Officer or the Assistant Test Control Officer only. Observe the two-party check-out and check-in requirements of section 040108.c.

j. **NAPT Test Procedure.**

(1) The Test Administrator must be one of the two personnel who signed the NAPT out of storage and must be present in the testing room throughout the testing period. The second individual signing for exam check-out is not required to be physically present during the test.

(2) Before commencing the test, The Test Administrator must verify the identity of the examinee. The examinee's SSN is not required on the answer sheet. The applicant must sign the following statement on the reverse of the answer sheet:

"I have not taken this or any other NAPT except as follows: (None or explain)."

The NAPT test Administrator signs the applicant's statement as a witness.

(3) The Test Administrator must also:

(a) Ensure that applicant's use only approved calculators (basic four-function, scientific, or graphing). Testing personnel are responsible for checking the examinee's calculator prior to commencing the examination. If the examinee has a calculator with a raised or large (one inch or more) display, seat the examinee where his/her calculator cannot be seen by other examinees. The following types of calculators are not authorized during the NAPT:

1. Pocket organizers/handheld or laptop computers.
2. Electronic writing pads or pen-input devices.
3. Models with a QWERTY (typewriter) keypad.
4. Models with paper tapes.
5. Models that make noise.
6. Models that can transfer data or information.
7. Models that require a power cord.
8. Models that use magnetic media (disks, tapes, cards, etc.).

(3) If less than 50 percent of the course was completed after the initial test, some other form of academic improvement (such as a correspondence course) is required.

(4) Other forms of academic improvement must be supported with a certified report of course content, tests required, length of study, test grades, and source of accreditation (if any). Use of an approved Navy correspondence course is authorized.

I. NAPT Reports. In order to remain eligible to administer NAPT's, each NRD must submit a quarterly NAPT program audit report to their respective NAVCRUIT Region. A consolidated report (including copies of each NRD report) will then be forwarded to Navy Recruiting Command N313. The audit may be conducted by the NRD CO, XO, CR, ACR, TCO, or ATCO (or the Senior Classifier or EPDS for remote NRPS's) but the audit report must be signed by the CO or XO. The report must include the following items:

(1) Complete inventory of all NAPT's and NAPT answer keys issued to the NRD with the storage locations indicated for each.

(2) A statement verifying proper use of the NAPT Test Control Log per section 040104.

(3) A list of all the NRD's NAPT administrators, their initial qualification or designation date and a statement verifying they are properly designated in writing by the CO and military members have a 1070/613 on file per section 040101. For those who have been designated as NAPT Test Administrators for over one year, include status of receiving periodic NAPT training.

(4) A statement verifying that all NAPT security containers meet the requirements of paragraph section 040108.a.

EXHIBIT 040104 is a sample report that can also be found on the NRC directives webpage in the "Forms" section.

The quarterly NAPT audit report will be due to N313 by the middle of the first month of each new quarter (50% gate day for October, January, April and July). Any NRD's failing to submit this audit report by the due date may request an extension, in writing, from N313, Branch Head, Nuclear Recruiting Programs. The request for extension must be submitted and approved by NRC N313 prior to the due date or NAPT use must be suspended by the NRD pending N313 extension approval. If no extension is granted, the NRD must **suspend all use of the NAPT on the due date** until the report is received by N313, reviewed and found to be satisfactory.

NOTE: For remote testing locations more than 200 miles from the normal working location of the CO, XO, TCO, ATCO, CR and ACR, the quarterly audit may be performed by the Senior Classifier, EPDS, or whoever is the NAPT custodian for that location. However, if the remote testing location is visited by the CO, XO, TCO, ATCO,

CR or ACR and it is anticipated to be the only such visit in any quarter, that individual should conduct an NAPT audit even if it is not the first half-month of a new quarter.

m. NAPT Compromise.

(1) Definitions of NAPT exam compromise: see section 040106.

(2) Action in case of NAPT exam compromise: see section 040107.

n. Periodic NAPT Training.

(1) NRC N313 will conduct NAPT handling, storage, access, security, accountability and administration training at least annually. This training will be delivered to all TCO's, ATCO's, NF Coordinators and all other NAPT Test Administrators either in-person at a conference or via webinar/DCO type teleconference. This training may be delivered by NRC N7 after being generated and/or approved by N313.

(2) An NRD's NAPT program will be considered compromised and all NAPT testing suspended if annual training is not completed by all NAPT Test Administrators and TCO/ATCOs at least every 15 months. Initial qualification and designation as NAPT Test Administrator is considered equivalent to periodic NAPT training.

040109. TESTING REQUIREMENTS FOR SELECTED RATINGS

a. **DLPT and DLAB.** Required for enlistment into the CTI rating. The Defense Language Proficiency Test (DLPT) and Defense Language Aptitude Battery (DLAB) are administered at the MEPS. MEPS does not stock the DLPT; Chief Testing Management (CTM) Section must order each specific language test; administer, score, and verify the test(s); and return the test(s) by registered mail. The DLPT should be requested of the MEPS prior to the applicant's physical examination being scheduled.

(1) MEPS administers the DLAB to screen individuals who have a potential to study a foreign language under the Defense Language Program. DLAB scores are valid for two years from the test administration date.

(2) MEPS and RTC administer the DLPT to individual claiming native or near-native proficiency in a foreign language.

(3) The CTI rating requires only two parts of the DLPT (reading and listening) which requires 4 ½ hours to administer, grade, and verify. The MEPS' CTMs perform the verification. It is recommended that the physical and DLPT be accomplished over two days due to the length of time involved.

(4) The DLAB should not limit the enlistment of native linguists into the CTI program however, applicants must take the DLAB to determine aptitude for future additional training on other languages.

(5) Make a DD Form 1966, Section VI, Remarks, entry for **all** applicants administered the DLAB. Refer to Volume III for details.

(6) **DLAB Retest Policy.** An individual may take a DLAB retest six months after the date of the latest test per USMEPCOM Regulation 611-1.

b. **Navy Performance Test – Typing Test.** Rating entry requirements for the Mass Communications Specialist (MC) rating require applicants to type a minimum of 20 words per minute (WPM). Typing skill is verified by either a school transcript showing attainment of no less than this standard or by successfully completing the Navy Performance Test – Typing Test and shall be documented on DD Form 1966, Section VI, Remarks.

(1) **Test Administration.** In accordance with BUPERSINST 1430.16 and as designated by COMNAVCRUITCOMINST 5400.1, the **NAVCRUITDIST Classifier** administers, scores, and verifies the typing test.

(a) The applicant may take the typing test on either a typewriter or personal computer (PC). When using a PC, the applicant may use word processing software in a regular typing mode but is prohibited from using features such as spell check, word wrap, or backspace.

(b) Before test commencement the Classifier shall verify the applicants SSN. Refer to Volume II for acceptable documents. The Classifier shall also sign the typing page as witness that the name and SSN on the typing page has been verified. The applicant must sign the following statement on the reverse of the answer sheet:

**“I have not taken this Navy Performance Test – Typing Test except as follows:
(None or explain).”**

The Classifier signs the reverse as witness to the applicant’s statement on the answer sheet.

(c) A five-minute practice period is permissible and must immediately precede the official test. Material for the official test must differ from that used during the practice period and must be unknown to the applicant prior to test commencement.

(d) Set the typewriter or PC for double-spacing with margin stops set for a line of 80 spaces. Test material is typed or printed on 8 ½ x 11-inch plain paper.

(e) Only one error is charged in any word. Each character transposed, omitted, or inserted, or each word misspelled, incorrectly hyphenated, omitted, or in any way different from the original copy is an error. Crowding or piling of letters, strikeovers,

faulty shifting, and improper indentation are errors. Errors are charged for length of lines in test copy that differ slightly from the length of lines in the original copy.

(f) **Calculating Net Words Per Minute.** Count the total number of strokes (each space and each character within the line is a stroke), subtract 50 strokes for each error, and divide the remainder by five to determine the number of gross words. Divide the gross words by the time allowed for the test. The formula is:

1. Gross words = Total number of strokes minus 50 strokes per error divided by five (5) (strokes per word).

2. Net Word Per Minute = Gross words divided by five (5) (minutes allowed for the test).

(g) Determine the score by comparing the net words per minute with the qualifying rate as follows:

<u>Net Words Per Minute</u>	<u>Score</u>
Below 20 WPM	0
20 WPM	2.5
21-22 WPM	2.8
23-24 WPM	3.1
25-26 WPM	3.4
27-28 WPM	3.7
29 or more WPM	4.0

(h) Retain the Typing Test in the applicant's residual file.

SECTION 3

PERSONNEL SECURITY SCREENING QUESTIONNAIRE (PSSQ)

040301. General. The Personnel Security Screening Questionnaire (PSSQ) is used for applicants enlisting or affiliating in select sensitive Navy and Navy Reserve ratings.

a. **Procedures.** PSSQ will be administered to all applicants enlisting or affiliating in the following ratings/programs: CT, EOD, IS, IT, ITS, MA, MT, ND, SB, SECF, SO, and YNS. The PSSQ is available electronically as a PDF fillable document on the NRC Forms web page. Completed PSSQs will be retained in the service record with a copy maintained in the residual file. Only Classifiers, MLPOs and EPDS's may administer PSSQ, with the exception of prior service applicants who are processing for affiliation, who may have the PSSQ administered by a Reserve Recruiter. Authorized administrators shall use the following procedures with PSSQ:

(1) Administer the PSSQ questionnaire to all DEP-in, Reserve and direct ship applicants who enlist or affiliate in a rating/program that requires a security clearance.

(2) DEP-out applicants should be asked whether there have been any changes of status while in DEP on any of the responses to items in PSSQ. If there have been any changes in the applicant's status, document the changes on a separate sheet of paper and attach it to the PSSQ.

(3) PSSQ interviewers must contact the appropriate rating security manager for enlistment eligibility determination for applicants who respond "YES" to any question on the PSSQ and/or document a history of psychiatric counseling, bankruptcy and/or indebtedness. Contact one of the following agencies for guidance concerning continued processing of the applicant:

(a) For CT, IS, and IT, ratings, contact NAVCRUITCOM (N3141) at (901) 874-9133.

(b) For the MA rating, contact the MA Enlisted Community Manager (BUPERS-325E), Millington, TN (901) 874-2080 for Active and Reserve Component.

NOTE: For the MA rating only, Blocks 3, 5, 6, 7, and 18 are not applicable.

(c) For SEAL, EOD, SWCC and Navy Diver contact NAVCRUITCOM (N323) at (901) 874-9468.

(d) For ITS, MT, SECF, and YNS program/ratings contact NAVCRUITCOM (N332) at (901) 874-9211/9253.

(4) Retain one copy of the summary form in both the applicant's service record and residual file.

040302. PRIOR SERVICE SCREENING REQUIREMENTS. Processing personnel shall ensure the applicant completes a PSSQ if reenlisting into the CTI, CTM, CTR, CTT, ETS, IS, IT, ITS, MA, MMS, MT, STS, and **YNS** ratings. Classifiers **must** contact the appropriate rating security manager for enlistment eligibility determination for applicants who answer “YES” to any question and/or document a history of psychiatric counseling, bankruptcy, and/or indebtedness.

040403. WAIVERS AND ENLISTMENT ELIGIBILITY DETERMINATIONS.

NAVCRUITCOM (N32) must approve all prior service applicants for enlistment/reenlistment if they require one or both of the following:

a. RE-Code Waiver. No waiver is authorized if the veteran's RE-Code cannot be verified. Refer to RE-CODE Chart for RE-CODES requiring a waiver.

b. Enlistment eligibility (rate and paygrade) determinations. These determinations are also referred to as "ECMs". This is required for all NAVETS and OSVETS.

c. Field Procedures:

(1) NAVCRUITCOM (N32) staff are the only personnel authorized to contact the Enlisted Community Managers (ECMs) to determine prior service eligibility.

(2) NAVCRUITCOM (N32) will determine which documents are required to be submitted for review. Requests for RE-CODE waivers and or ECM determinations will include, at a minimum, the following documents:

(a) For RE-Code waivers, NAVCRUIT 1133/39 (Waiver Briefing Sheet) with recommendations, signature of the NAVCRUITDIST CO or Acting, and must be dated.

(b) Prior service enlistment eligibility (rate and paygrade) determinations (ECMs) only require the ECM checklist (this includes all requests for prior service applicants previously discharged with an RE-4 due to homosexual conduct under DADT). A Waiver Briefing Sheet is not required.

Note: All waivers and or eligibility determinations must include alternate rating choices.

(c) Last two performance evaluations including the separation evaluation.

(d) All DD Form 214 Copy 4 (original or certified true copy) and NGB Form 22 from National Guard/Air National Guard (if applicable).

(e) All other separation documents (as available).

(f) Hand-written statements (why applicant previously separated, why applicant desires to enlist, criminal/civil offenses and non-judicial punishments (NJPs), as applicable).

(g) DD Form 368 if Selected Reservist or Individual Ready Reservist.

(h) Verification of valid driver's license if required by the desired rating. The following ratings currently require **possession** of a current valid drivers license: ABF, EO, MA, and RP.

(i) A completed PSI/SF-86.

(j) Statement of what applicant has been doing since discharge for broken service, High Year Tenure (HYT), and RE-Code eligibility.

(k) DD Form 2808.

(l) USMEPCOM 680-ADP with current test scores (within last two years). Additionally, proof of physical qualification is required.

(m) Prior service applicants that require a medical waiver and a prior service determination must have the medical waiver approved prior to submitting the Prior Service Determination to NAVCRUITCOM (N32).

(n) All NAVCRUITDIST level waivers and determinations must be completed and documented prior to submission to NAVCRUITCOM. All NAVCRUITDIST waiver documentation must be included in the NAVCRUITCOM level waiver package.

(o) A completed Enlistee Financial Statement must be provided if the applicant has dependents.

d. Basic enlistment eligibility and Program requirements apply to the applicant's entire life. If a NAVET is returning to the same rate/program as their original enlistment all waivers previously granted remain valid. If the NAVET is changing rates all circumstances requiring a waiver, including those that required a waiver for previous enlistments, must be reconsidered to establish new rate/program eligibility. The level of waiver authority is based on the applicant's cumulative record should additional waivers be required.

e. **Non-Mandatory Drilling Reservists.** Navy Operational Support Centers use a NAVPERS 1070/613 entry to record RE-Codes for certain non-mandatory drilling reservists upon discharge from their Reserve Unit. Reservists in a non-mandatory drilling status that are assigned a RE-4 Reenlistment Code for failure to participate in drills are eligible for reenlistment in the Regular Navy with prior approval from NAVCRUITCOM (N32) and the appropriate ECM. Waivers will only be considered for non-mandatory drilling Reservists assigned the RE-4 via a NAVPERS 1070/613 for unsatisfactory drill participation. RE-4 Codes documented on a DD Form 214 **shall not** be considered.

040404. ADDITIONAL PRIOR SERVICE ELIGIBILITY REQUIREMENTS. In addition to basic enlistment eligibility requirements, prior service applicants must meet the following prerequisites:

a. **Alcohol and Drug Dependency.** Level II or Level III treatment by a residential or outpatient rehabilitation treatment facility while on active duty **can be** an indicator of dependency.

b. **Separation Documentation.** The original or certified copy of the applicant's DD Form 214 Copy 4 must be used to verify prior service for individuals released from active duty and active duty for training. Follow the below procedures if the DD Form 214, Copy 4 original or certified copy is not available or alteration exists.

(1) Advise NAVETs who are Selected Reservists, and those who were discharged as USN or USNR within the past six months, that a certificate or duplicate of their last separation document may be requested from NAVPERSCOM (PERS-312)

(2) For all other veterans, a certified copy of DD Form 214 can be obtained from the National Personnel Records Center (NPRC), St Louis, MO. The following website is provided for applying on the internet: <http://www.archives.gov/st-louis/military-personnel/>. If the NPRC indicates that the DD Form 214 has not been issued or is not on file, an acceptable alternative is a *Statement of Service* (NA Form 13041), *Active Duty Report* (DD Form 220), or Administrative Remarks page from the detaching activity delineating information pertinent to reenlistment (prior paygrade, total active duty service, date of discharge or release from active duty, character of service, etc.).

(3) Verify prior service through the Reenlistment Eligibility Data Display (REDD) Web Application.

(a) Designated personnel at each NAVCRUITDIST may log onto REDD and verify prior service status.

(b) Contact NAVCRUITCOM (N32) or (N35) if designated NAVCRUITDIST personnel are unavailable.

(c) Print the screen and use this document for enlistment purposes if prior service information is found.

(d) Do not interpret a lack of prior service information in the database as proof the applicant was not recommended for reenlistment. The individual Services submit DD Form 214 or DD Form 215 information to the DMDC System on a monthly basis. Information may not be available for approximately 45 days after the applicant's date of separation.

(e) When no REDD information is available for recently separated applicants, the NAVCRUITDIST CO may utilize the Electronic Military Personnel Record System (EMPRS) (NAVETs only) or send a naval message to the veteran's separating command requesting RE-Code information to preclude delays that **may** cause exceeding the continuous service period.

(f) Compromises of REDD access codes and/or eligibility information must be immediately reported to the Manager, Recruit System, Defense Manpower Data Center (DMDC), Monterey, CA, by telephone (800) 538-5916 or (900) 683-4825 (California only) within 24 hours of occurrence. Information on the compromise must include

corrective action initiated by the affected command. The NAVCRUITDIST must also notify the Navy Liaison Officer, DMDC by telephone (408) 375-4131 and NAVCRUITCOM (N32) within 24 hours. The NAVCRUITDIST must submit a letter explaining the conditions surrounding the compromise and corrective actions initiated to NAVCRUITCOM (N35) within two working days of the occurrence.

(g) NAVCRUITCOM will provide a letter to the Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA, 93940, Attention: Manager, Recruit System, with information copy to OASD/MM&PP (Accession and Retention), Pentagon, Washington, DC 20350 Attention: Director, DoD Accession Policy, within five working days of occurrence.

c. **Service Reenlistment Codes.** Refer to the below chart.

REENLISTMENT CODE (RE-CODE) CHART	
INELIGIBLE TO REENLIST WAIVERS NOT AUTHORIZED AND WILL NOT BE CONSIDERED	
NAVY & USCG	RE-2, RE-3A, RE-3C, RE-4 (Note 1)
AIR FORCE	RE-2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I, 2J, 2K, 2L, 2M, 2N, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2X, 3S, 3V, RE-4 (Note 1)
ARMY	RE-3C, RE-4 (Note 1) , RE-4A, RE-4R
MARINE CORPS	RE-2, RE-2B, RE-2C, RE-3A, RE-3S, RE-4 (Note 1) , RE-4B
ELIGIBLE TO REENLIST	
NAVY & USCG	RE-1, RE-R1, RE-1E, RE-1J , RE-5, RE-7
AIR FORCE	RE-1, 1J, 1M, 1P, 1Q, 1T, 3A, 3B, 3C, 3D, 3E, 3I, 3K, 6B, RE-12, 13, 14
ARMY	RE-1, RE-1A, RE-1B, RE-1C, RE-1J , RE-2, RE-2A, RE-2B, RE-2C, RE-3A
MARINE CORPS	RE-1, RE-1A, RE-1B, RE-1C, RE-1J , RE-2A
INELIGIBLE TO REENLIST WITHOUT A NAVCRUITCOM WAIVER	
NAVY & USCG	RE-2*, RE-3, RE-3B, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3K, RE-3M, RE-3P, RE-3Q, RE-3R, RE-3S, RE-3U, RE-3X, RE-3Y, RE-3Z, RE-6, RE-8
AIR FORCE	RE-1A, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, 4N
ARMY	RE-3, RE-3B
MARINE CORPS	RE-3B, RE-3C, RE-3D, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3M, RE-3N, RE-3O, RE-3P, RE-3R, RE-3S, RE-3U, RE-3W

*Only for personnel released for commissioning and subsequently fail to commission.

DD Form 214, Blocks 24, 26, and 27 will provide characterization of service, separation code (SPD), and re-entry code. An individual who received an Other Than Honorable, Bad Conduct, or Dishonorable Discharge is **not eligible** for reenlistment.

BUPERSINST 1900.8 provides the narrative description for each separation and reenlistment code used by the Navy.

Note 1: Prior service applicants issued a Reenlistment code of RE-4 (or equivalent) upon separation, solely for homosexual conduct may be eligible for re-enlistment/enlistment. (Note: Member's record must be reviewed to assure the sole supported reason for processing was Homosexual Act, Conduct, or Marriage). The following applies:

(1) Eligibility Requirements.

(a) Applicant's prior service DD 214 (most recent) must reflect a narrative reason of Homosexual Act, Homosexual Conduct, or Homosexual Marriage in block 28.

(b) One of the following Separation Codes (SPD) must be in block 26: GRA, GRB, GRC, HRA, HRB, or HRC.

(c) Character of Service must be Honorable (no other misconduct was a basis for their discharge).

(2) Processing Procedures.

(a) Prior service applicants that meet the eligibility criteria listed in item one above may be accepted for further processing. All prior service applications accepted for enlistment/reenlistment with an RE-4 (or equivalent) due to homosexual conduct will be processed in accordance with paragraph 040403 as an enlistment eligibility (rate and paygrade) determination (not an RE-Code waiver).

(b) Recruiters will ensure that applicants also meet all Basic Enlistment Eligibility Requirements (BEERS) listed in this Volume, and Volume II, as applicable.

(c) Schedule applicants for processing at MEPS. Upon meeting all qualifications, Navy Liaison Office will initiate enlistment eligibility (rate and paygrade) determination to NRC (N32).

(d) NRC (N32) will ensure that all documentation is reviewed in depth. All documentation required in paragraph 040403 must be included, no exceptions. If any documentation is not available, recruiting personnel may assist the applicant in obtaining it if possible. If documentation cannot be provided, the application will not be processed.

(e) NRC (N32) will be the final approval authority for all eligibility (rate and paygrade) determinations submitted for applicants with RE-4 codes (or equivalent) due to homosexual conduct. NRD's will receive written notification of final approval or disapproval for each applicant.

(f) It must be emphasized that due to the needs of the Navy and manning constraints, not all applicants will be accepted even though they meet the above criteria. For any questions regarding this policy, recruiting personnel should contact NRC (N35) at (901) 874-9465.

(g) Classifiers will not document an RE-4 code into any IT system or on any documents. Should it be necessary to document or enter an RE Code on documents or an IT system, Classifiers will enter RE-R1 for prior service applicants previously discharged for homosexual conduct that receive NRC (N32) approval to enlist/reenlist.

d. **ASVAB and AFQT.** NAVETs accessing directly into their previous rating are not required to retake the ASVAB. NAVETs reenlisting via PRISE III shall be classified into eligible ratings based on current (less than two years old) ASVAB line scores. OSVETs must retake the ASVAB and be classified in eligible ratings based on ASVAB line scores. There is no minimum AFQT requirement for NAVET/OSVET applicants.

e. **Medical.** MEPS will accept a separation physical DD Form 2808 if it is one year or less old. Compute the one year from the date of the separation physical to the date of DER. MEPS will require the applicant to complete a new DD Form 2807-1.

040405. RESERVISTS ENLISTING ON ACTIVE DUTY

a. **Clearance and Discharge.** DoD policy requires that a member be discharged from a Reserve Component before enlisting in another Armed Service. Recruiters must first obtain clearance from the specific Reserve Component allowing the member to process for enlistment in the gaining service. DD Form 368 is the proper document for this transaction and must be obtained **prior** to scheduling the applicant for MEPS processing. DD Form 368 is to be used to enlist any applicant in the below Reserve categories (including National Guard and Air National Guard). Refer to Volume III for DD Form 368 specifics.

(1) Reservists serving part of an initial eight-year MSO in the Selected Reserve (drill pay status), Individual Ready Reserve (IRR) (non-pay drilling status or non-pay, non-drilling status), or Standby Reserve-Active (S1 status) (non-pay, prohibited from drilling status).

(2) Reservists who have completed their statutory eight-year MSO and are currently members of the Selected Reserve, IRR, or S1 status.

(3) Recruiting personnel must counsel Selected Reservists that they are required to maintain satisfactory participation in the unit until discharged. An approved DD Form 368 does not relieve members from their drill responsibilities. DD Form 368 is approval for release contingent upon shipping to Recruit Training Command. This provision applies to those who have an active Reserve obligation under their initial enlistment. Members who affiliated of their own free will and have met all active obligations from initial enlistment are relieved of the obligation once the release is obtained.

(4) All prior service applicants including those actively drilling or with a remaining MSO in the IRR must be enlisted via the DER Program. Applicants who have not received proper clearance must not be reenlisted. No waivers will be granted however, program reservations can be made through the DER Program. Waivers for time-in-rate may be requested from NAVCRUITCOM (N32).

040406. ENLISTED SERVICE RECORD. Mark the Enlisted Service Record (NAVPERS 1070/600) by stamping or distinctively writing “NAVET” or “OSVET” on the front cover. Prior service personnel should be encouraged to obtain documentation of their educational achievements for inclusion in their service record as educational achievement information is used for a variety of career reasons.

040407. TRAVEL INFORMATION CARD (NAVPERS 7041/1). The reenlistment coordinator or other designated NAVCRUITDIST support personnel must ensure that all prior service personnel complete NAVPERS 7041/1 **prior** to departing the MEPS. Specific instructions for completion and disposition of NAVPERS 7041/1 are in NAVPERS 15892.

EXHIBIT 050201. Sample Erroneous/Fraudulent Accession Recruiter Letter

Date

From: **LPO/LCPO**, Navy Recruiting Station, City/State

To: Commander, Navy Recruiting Command (N3)

Via: (1) **Divisional LCPO**, Div. #, Navy Recruiting District _____, City/State
(2) Chief Recruiter, Navy Recruiting District _____, City/State
(3) Commanding Officer, Navy Recruiting District _____, City/State
(4) Commander, Navy Recruiting Region _____, City/State

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

Ref: (a) COMNAVCRUITCOMINST 1130.8

(b) List other applicable references (i.e., COMNAVRESFOR or other instruction).
Specific format is provided in SECNAVINST 5216.5.

Encl: (1) Residual file ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarded.

2. On date, Rate/First Name, Middle Initial, Last Name was accessed under the provisions of the (specific program). Per references (a) and (b), (provide a short synopsis of the reason(s) for the erroneous or fraudulent accession and how the error or fraud was discovered detected).

3. I have been appropriately counseled about this mistake. I regret any inconvenience and request that Rate/First Name, Middle Initial, Last Name be authorized to continue Inactive Duty for Training in the Navy Reserve.

Signature

Copy to:
COMNAVCRUTCOM (00IG)

**EXHIBIT 050202. Sample Erroneous/Fraudulent Accession Endorsement from
Divisional Leading Chief Petty Officer**

FIRST ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

Date

From: Divisional LCPO, Div. #, Navy Recruiting District _____, City/State

To: Commander, Navy Recruiting Command (N3)

Via: (1) Chief Recruiter, Navy Recruiting District _____, City/State

(2) Commanding Officer, Navy Recruiting District _____, City/State

(3) Commander, Navy Recruiting Region _____, City/State

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE
INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarding recommending approval.
2. Provide the Divisional Leading Chief Petty Officer's comments and recommendations.

Signature

Copy to:
NAVCRUITCOM (00IG)

EXHIBIT 050203. Sample Erroneous/Fraudulent Accession Endorsement from NAVCRUITDIST (Must be on Letterhead)

1130
Ser N31/
Date

SECOND ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

From: Chief recruiter, Navy Recruiting District _____, City/State
To: Commander, Navy Recruiting Command (N3)
Via: (1) Commanding Officer, Navy Recruiting District _____, City/State
(2) Commander, Navy Recruiting Region _____, City/State

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarded recommending approval.
2. Provide Chief recruiter's comments and suggestions.

Signature

THIRD ENDORSEMENT on LPO/LCPO Rate/Name ltr of (date)

From: Commanding Officer, Navy Recruiting District _____, City/State
To: Commander, Navy Recruiting Command (N3)
Via: (1) Commander, Navy Recruiting Region _____, City/State

Subj: ERRONEOUS (FRAUDULENT) ACCESSION ICO RATE/FIRST NAME, MIDDLE INITIAL, LAST NAME, USN, SOCIAL SECURITY NUMBER

1. Per reference (a), enclosure (1) is forwarded recommending approval.
2. (Description of actions taken to prevent a recurrence).

Signature

Copy to:
COMNAVCRUTCOM (00IG)